



COMMONWEALTH OF KENTUCKY
TOURISM, ARTS AND HERITAGE CABINET

REQUEST TO INSPECT PUBLIC RECORDS FORM
OPEN RECORDS REQUEST (KRS CHAPTER 61)

REQUESTOR'S INFORMATION:

Printed Name

Date:

Mailing Address, City/State and ZIP code

Phone Number

Fax Number

Email

I request to inspect document(s) pertaining to the following:

(Name of Party/Cabinet Agency/or description of documents. If more room is needed, please use a separate sheet of paper and attach it to this form).

Select One: Request for ☐ non-commercial or ☐ commercial purpose

If requested for commercial purpose, please describe the commercial purpose for which the records will be used:

I hereby certify the information provided in this request to be true and accurate.

Requestor's Signature

Print name and date

SEND REQUEST TO:

General Counsel
Tourism, Arts, and Heritage Cabinet
Office of Legal Affairs
100 Airport Drive, 2nd floor
Frankfort, KY 40601
Phone: (502) 564-4270
Fax: (502) 502-564-1512
Email: TAH.openrecordsrequest@ky.gov

Choose your preferred method of receiving documents
(choose only one):

- ☐ Electronic (email) if responsive material is less than
5MB (free)
- ☐ CD (\$1.00 per CD)
- ☐ Paper Copies (.10¢ fee per page)
- ☐ Inspect documents onsite (free)